



**Xavier Charter School
Board Meeting Minutes
July 16, 2015
6:00 p.m.**

I. Roll Call Attendance

6:05 p.m. call to order Melissa Crane- present, Debbi Burr- present, Heather Roberts – absent, Shawna May- present, Brian Hilverda – present and John Kapeleris –present

II. Approval of Agenda - Move approval of June Accounts Payable to the Business Managers Report and Remove the enrollment item out of consent and move to Budget, Finance and other District Operations

Motion: To approve the agenda as amended

Made by: John Kapeleris

Seconded by: Debbi Burr

Result: all in favor; motion carries

III. Consent Calendar

- A. Approval of minutes from June 10th meeting as amended
- B. Approval June Accounts Payable – move to business managers report
- C. Enrollment – move to Budget Finance and other District Operations
- D. Policies: 1315, 4130, 8220

Motion: To approve consent calendar

Made by: Debbi Burr

Seconded by: John Kapeleris

Result: all in favor; motion carries

IV. Public Input – none

V. Budget, Finance and other District Operations

- A. **Swear in Board Member – John Kapeleris**
- B. **Annual District Meeting**
 - 1. Designation of Head of Schools as the administrator in charge - Gary Moon
 - 2. Designation of official publication. The Times News

3. Designation of financial institution(s) and designation of signatures for accounts. – First Federal Bank: Sheryl Liu-Philo, Gary Moon, Shawna May, Deborah Burr, Brian Hilverda
4. Designation of who has the right to transfer funds to and from school bank accounts – Sheryl Liu-Philo, Gary Moon
5. Designation that fiduciary accounts of the school are the responsibility to the Board at least monthly. – remove this item
6. Designation of bonding agency and amount on Business Manager Idaho Counties Risk Management Program: \$500,000
7. Designation of property and liability insurance carriers - Moreton & Company
8. Designation of Title IX officer - Gary Moon
9. Designation of employee drug testing agency - St. Luke's
10. Designation of Legal Counsel – Joe Borton

Motion: To adopt the above designees

Made by: Melissa Crane

Seconded by: Brian Hilverda

Result: All in favor; motion carries

C. Lead Teacher and Head of Schools Reports

1. **Becky Baird and Lisa Thompson– Grammar School & Logic School** – presented information on the classical school conference they attended this summer.
2. **Brian Loosli – Rhetoric School** – updated the board on the projects that he has been working on: hiring, creation of new classroom
3. **Gary Moon – Head of Schools** – Mr. Moon presented information regarding projects that he has been working on: creation of the master schedule, and wrapping up end of year reporting and getting ready for the upcoming year.

D. PFA Report – Mr. Moon presented information about an upcoming event on July 20th. There will be a yearbook signing party with a dunk tank and the lighting of the Phoenix.

E. Business Manager's Report – Sheryl Liu-Philo presented the monthly financial reports and gave the board the opportunity to ask questions.

Motion: to approve the Business Manager's Report and the monthly financials.

Made by: John Kapeleris

Seconded by: Debbi Burr

Result: roll call - Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – absent, Shawna May- yes, Brian Hilverda – yes and John Kapeleris –yes all in favor; motion carries

F. Health Insurance Increase – Sheryl Liu-Philo presented information to the board regarding the health insurance for 2015-16 year. Cody McQueen presented information regarding the available plans. Cody McQueen also presented information regarding the addition of an EAP. The board was given the opportunity to ask

questions. It was recommended that we maintain the current health insurance plan. It was decided to table this decision until more information comes in regarding how adding an EAP to the plan and how that impacts our grandfathered policy.

G. Smoke Detectors – Mr. Moon presented information on how much it will cost to add smoke detectors. Mr. Moon would like to go out to bid due to the initial cost presented. This will be discussed further in August.

H. Service Provider Contracts –

1. Cierra Therapy, LLC –Speech-Language Therapy
2. Class Act Inc. – Janitorial Services
3. Southern Idaho Psychology Clinic – Special Education
4. Administration and Psychological Services
5. Carol Jones – Behavioral, Habilitative Intervention Services
6. Jesse Mittlestadt – RTI/Benchmarking/Progress Monitoring Consultation

Motion: To accept the service contracts as presented.

Made by: Debbi Burr

Seconded by: Melissa Crane

Result: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – absent, Shawna May- yes, Brian Hilverda – yes and John Kapeleris –yes all in favor; motion carried

7. Trash Removal Services – Mr. Moon presented information regarding the trash removal services.

I. Policy: 1645, 2420, 2420P, 2435, 7400, 7400P – The board held the first reading of these policies, they will have a second reading in August.

J. Policy Manual Update Schedule – a discussion was held regarding the schedule for policy review.

K. Title I Recommendations – Mr. Moon presented information regarding how we would like to proceed with our Title I program and the difference between a school wide program and a targeted assistance program. Mr. Moon recommended that we stay as a school wide program. The board was given the opportunity to ask questions regarding our Title I program.

L. ISBA Resolutions – Mr. Moon discussed a request for recommendations for ISBA Resolutions. Debbi Burr would like to present a resolution in opposition of the Common Core.

M. Enrollment – A discussion was held regarding the projections for students in the 2015-16 school year. The projection is that there will be more students than the 2014-2015 school year.

VI. Student Outcomes

A. SBAC/ISAT Results – Mr. Moon presented information regarding the scores from the SBAC/ISAT tests.

VII. Board Focus Areas

A. Bike Lane Update – John Kapeleris presented information regarding the bike path. The Traffic Safety Commission has agreed to recommend a partial bike lane from Grandview to Fieldstream. It will be presented to the council for approval.

B. Future Construction - John Kapeleris presented information regarding methods to raise funds for future construction.

C. Continuous Improvement Plan Scheduling – September 23rd from 6 p.m. to 9 p.m.

D. Mission Specific Goals – Shawna May discussed the need to continue work on our Mission Specific Goals. Debbi Burr volunteered to be the point person.

E. Emergency Kits – Heather submitted a written notice on the cost of the emergency kits.

VIII. Executive Session as per Idaho Code 74-206 (1) Subsections (a),

Idaho Code § 74-206(1): (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated to fill a particular vacancy or need, unless a vacancy in an elective office is being filled; 38 Idaho Code § 74-203(5). 16 Idaho Open Meeting Law Manual (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, individual agent or public school student; (c) To acquire an interest in real property which is not owned by a public agency; (d) To consider records that are exempt from disclosure as provided by law; (e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations; (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement; (g) By the commission of pardons and parole, as provided by law; (h) By the custody review board of the Idaho department of juvenile corrections, as provided by law; or (i) To engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement.

Motion: To go into Executive Session pursuant **Idaho Code 74-206 (1) Subsections (a)**, at 10:10 p.m.

Made by: Melissa Crane

Seconded by: John Kapeleris

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – absent, Shawna May-yes, Brian Hilverda – yes and John Kapeleris –yes all in favor;

Motion: To come out of Executive Session at 10:41

Made by: Melissa Crane

Seconded by: Debbi Burr

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – absent, Shawna May-yes, Brian Hilverda – yes and John Kapeleris –yes all in favor;

Action Resulting from Executive Session:

Motion: To hire Jessica Peterson as a math instructor and Tara Robinson as a language arts instructor.

Made by: John Kapeleris

Seconded by: Debbi Burr

Result: all in favor; motion carried

IX. Adjourn

Motion: To adjourn at 10:42

Made by: John Kapeleris

Seconded by: Melissa Crane

Result: all in favor; motion carries